



BSO Tutorial for Tax Year 2010

Social Security Number Verification Service (SSNVS)

Contains the following lessons:

- [Request Online SSN Verification](#)
- [Submit an Electronic File for SSN Verification](#)
- [View Status and Retrieval Information](#)
- [View Social Security Number Verification Service Handbook](#)

LESSON 1: REQUEST AN ONLINE SSN VERIFICATION

Registered users (employers and certain third-party submitters) can verify up to 10 names and Social Security Numbers (SSNs) online and receive immediate results.



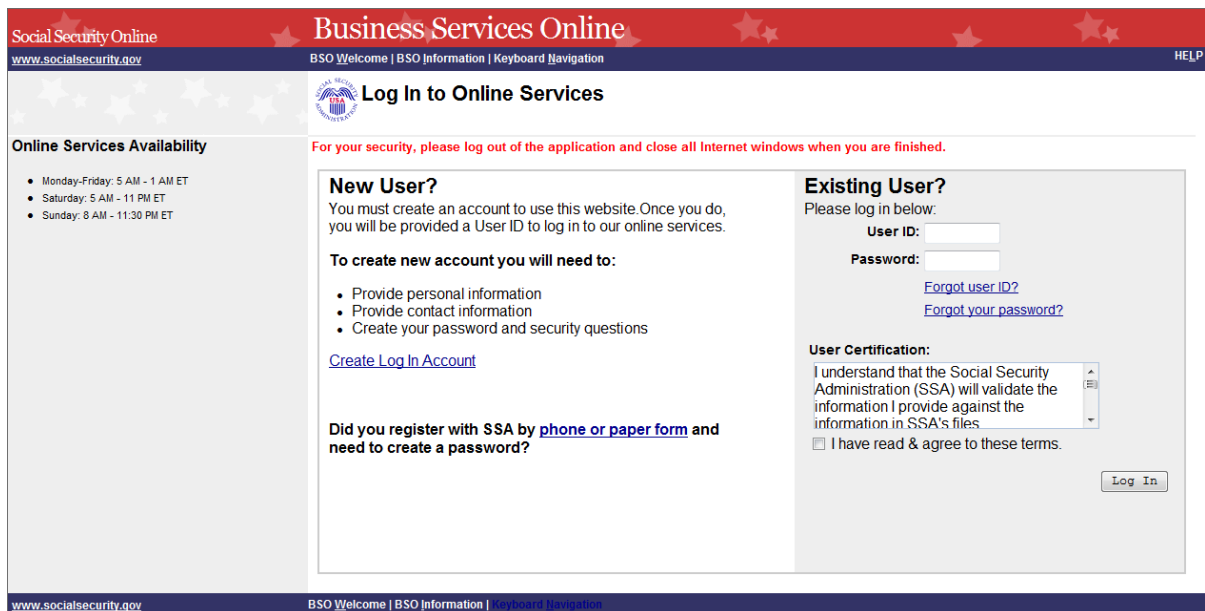
In order access the Social Security Number Verification Service (SSNVS) users must first register with the Integrated Registration Services (IRES) and receive a User Identification Number (User ID) and password.

To request access to SSNVS, after you have registered, complete the following steps:

STEP 1: Point your browser to the Business Services Online (BSO) Welcome page:

www.socialsecurity.gov/bsowelcome.htm.

STEP 2: Select the **Log In** button on the BSO Welcome page. The system displays the Log In to Online Services page.



The screenshot shows the 'Log In to Online Services' page. The header includes 'Social Security Online' and 'Business Services Online'. The main content area is divided into three sections: 'Online Services Availability' on the left, 'New User?' in the center, and 'Existing User?' on the right. The 'New User?' section explains that users must create an account and lists the information needed: personal information, contact information, and a password with security questions. It includes a 'Create Log In Account' link. The 'Existing User?' section has fields for 'User ID' and 'Password', with links for 'Forgot user ID?' and 'Forgot your password?'. Below these is a 'User Certification' section with a scrollable text area stating that the SSA will validate the user's information and a checkbox for 'I have read & agree to these terms.' A 'Log In' button is at the bottom right. A security warning at the top of the main content area states: 'For your security, please log out of the application and close all Internet windows when you are finished.'

STEP 3: Enter your User ID and password.

STEP 4: Select the “I have read & agree to these terms.” check box to indicate you have read the user certification statement and agree to its contents. Select the **Log In** button. This will open the BSO Main Menu web page.



To return to the BSO Welcome page, select the **BSO Welcome** link.



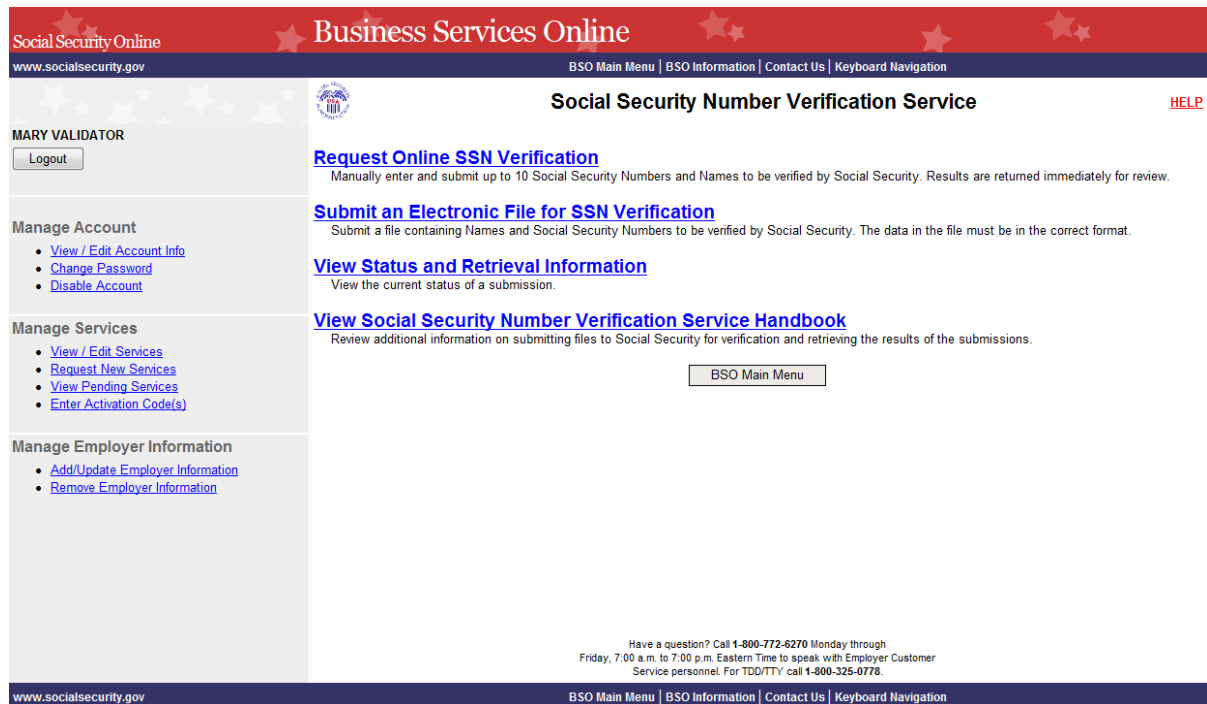
The screenshot shows the BSO Main Menu page. At the top, there is a red banner with "Social Security Online" and "Business Services Online". Below the banner, the URL "www.socialsecurity.gov" is on the left, and navigation links "BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation" are on the right. The page is divided into two main sections. On the left, there is a sidebar with a "MARY VALIDATOR" section containing a "Logout" button, and four categories: "Manage Account" (with links for View/Edit Account Info, Change Password, and Disable Account), "Manage Services" (with links for View/Edit Services, Request New Services, View Pending Services, and Enter Activation Code(s)), and "Manage Employer Information" (with links for Add/Update Employer Information and Remove Employer Information). On the right, the "Main Menu" section displays a welcome message for "MARY VALIDATOR" with a password expiration date of "May 13, 2009". Below this, there are three links: "Report Wages To Social Security" (with sub-points: Submit, download or process W-2s and W-2cs; View submission status, acknowledge resubmission notices or Request resubmission extensions; View errors and error notices for wage files and/or wage reports submitted by or for your company), "Social Security Number Verification Service" (with sub-points: Request online SSN verification, or Submit files for SSN verification), and "Form SSA-1694 Request for Business Entity Taxpayer Information" (with sub-point: Submit or update a Business Taxpayer Information form to receive form 1099 for work related to claimant representation). A "HELP" link is visible in the top right corner. The footer of the page repeats the URL and navigation links.

STEP 5: Select the **Social Security Number Verification Service** link.

[Social Security Number Verification Service](#)

Request online SSN verification, or
Submit files for SSN verification

The system displays the Social Security Number Verification Service menu page.



The screenshot shows the Social Security Business Services Online (BSO) interface. At the top, there is a red banner with "Social Security Online" and "Business Services Online". Below the banner, the URL "www.socialsecurity.gov" is visible. The main navigation bar includes links for "BSO Main Menu", "BSO Information", "Contact Us", and "Keyboard Navigation". The page title is "Social Security Number Verification Service" with a "HELP" link. On the left, there is a sidebar with sections: "MARY VALIDATOR" (with a "Logout" button), "Manage Account" (with links for "View / Edit Account Info", "Change Password", and "Disable Account"), "Manage Services" (with links for "View / Edit Services", "Request New Services", "View Pending Services", and "Enter Activation Code(s)"), and "Manage Employer Information" (with links for "Add/Update Employer Information" and "Remove Employer Information"). The main content area features four links: "Request Online SSN Verification" (with a description: "Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review."), "Submit an Electronic File for SSN Verification" (with a description: "Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format."), "View Status and Retrieval Information" (with a description: "View the current status of a submission."), and "View Social Security Number Verification Service Handbook" (with a description: "Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions."). A "BSO Main Menu" button is located below the handbook link. At the bottom, there is a footer with the URL "www.socialsecurity.gov" and the same navigation links as the top bar. A small text block at the bottom center provides contact information: "Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778."

STEP 6: Select the **Request Online SSN Verification** link. (To return to the BSO Main Menu page, select the **BSO Main Menu** button.)

[Request Online SSN Verification](#)

Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

The system displays the SSNVS Attestation page.

Social Security Online
Business Services Online

Social Security Number Verification System (SSNVS)

OMB Approval No. 0960-0660 Expires 11/30/12

[SSNVS Attestation](#)

Proper Use of Social Security Number Verification Service (SSNVS)

- SSNVS should only be used for the purpose for which it is intended.
- SSA will verify Social Security Numbers (SSNs) solely to ensure the records of current or former employees are correct for the purpose of completing Internal Revenue Service (IRS) Form W-2 (Wage and Tax Statement).
- It is illegal to use the service to verify SSNs of potential new hires or contractors or in the preparation of tax returns.
- It is appropriate to use SSNVS only once an official employer-employee relationship has been established. SSA defines the existence of an employer-employee relationship as when one of the following has occurred:
 - The employer's offer of employment and acceptance by the person being hired (even though he/she hasn't started working); and/or
 - The future employee's completion of the paperwork to establish the payroll record.
- Company policy concerning the use of SSNVS should be **applied consistently to all workers**; for example:
 - If used for newly hired workers, verify information on all newly hired workers.
 - If used to verify information on other workers, verify the information for all other workers.
- Third-party use of SSNVS is strictly limited to organizations that contract with employers to either handle the wage reporting responsibilities or perform an administrative function directly related to annual wage reporting responsibilities of hired employees. It is suggested that contracts between the third-party and the employer stipulate that the functions being performed by the third-party contractor adhere to the proper use of SSNVS. It is not proper to use SSNVS for non-wage reporting purposes, such as identity, credit checks, mortgage applications, etc.
- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine, imprisonment or both.
- SSA may ban you and/or the company you represent from the use of SSNVS if SSA determines there has been misuse of the service.
- SSA returns all names and SSNs submitted. If the name and SSN do not match our records, SSA advises the following:
 - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
 - This response does not make any statement about your employee's immigration status.
 - This response is not a basis, in and of itself, to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

If you rely only on the information SSA provides regarding name and SSN verification to justify adverse action against a worker, you may violate State or Federal law and be subject to legal consequences.

Federal Privacy Act Statement for Third-Party Submitters

You can use a fee-based approach when offering SSNVS to your clients. However, caution should be taken. SSA offers services, like SSNVS, free of charge. Some companies in the private sector offer those same services for a fee and develop misleading brochures and advertisements. To discourage the use of misleading mailings about Social Security and Medicare, Congress enacted specific prohibitions in Section 312 of the Social Security Independence and Program Improvements Act of 1994 that broadened the existing deterrents. The prohibitions are codified at Title 42 of the U.S. Code, Section 1320b-10. You should ensure that you are aware of these legal provisions and conform to their requirements and:

- Be cautious not to suggest to your clients that this service is only available through you;
- Advise all clients that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company; and
- Be sure not to give any impression when describing your SSNVS service to your clients that your company has an arrangement that allows direct access to SSA databases, program software, etc.

Paperwork Reduction Act Statement

This information collection meets the clearance requirements of 44 U.S.C. § 3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 2 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our estimate of the time needed to complete the form to: SSA, 1338 Annex Building, Baltimore, MD 21235-0001.

User Certification for Use of SSNVS - Please Read Carefully!

I certify that:

- I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".
- I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.
- I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS;

or

I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

STEP 7: Select the **I Accept** button to indicate you have read the SSNVS user certification statement and agree to its contents. The system will then display the SSN Verification page. (To return to the BSO Main Menu page, select the **I DO NOT Accept** button.)

Social Security Online
Business Services Online

[www.socialsecurity.gov](#) | [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#) | [Logout](#)

Social Security Number Verification System (SSNVS)

[SSNVS Help](#)

SSN Verification

Name: MARY VALIDATOR

Please enter the following information for each employee you would like to verify. Mandatory fields are indicated by an *. Field specific help is available by selecting the underlined links below.

Please Note:

- All verified, unverified and deceased records will be returned.
- In the event SSNVS may not be able to process your request, you will be given two (2) options:
 - Overnight Processing - saves the data you entered to a file for overnight processing and displays a confirmation number on the Confirmation page that you will need to check the status of your request
 - BSO Main Menu - cancels the request and any data you entered on the SSN Verification form is not saved

* [Employer's EIN](#) The Employer's EIN is the Employer Identification Number (EIN) of the employer whose employees' names and SSNs are being verified. For security and audit purposes, this information must be provided and will not be processed without it.

	* SSN (999999999)	* First Name	Middle Name	* Last Name	Suffix	Date of Birth (MMDDYYYY)	Gender (F/M)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You may want to print or save this page BEFORE you submit, as this information will NOT be visible after submission.

This page contains confidential information. Please keep the printed / saved page in a secure place.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 8: In the Employer's EIN field place the EIN of the employer under which wages are to be reported for the names and SSNs being verified. Complete one (1) row for each name and SSN you would like to verify. You must complete all mandatory fields in at least one (1) row before selecting the **Submit** button.



- The Employer's EIN, SSN, First Name and Last Name fields are mandatory.
- The Middle Name, Suffix, Date of Birth (DOB) and Gender fields are optional.

STEP 9: Select the **Submit** button to process the data (Otherwise, select the **Clear Form** button to delete the data.). The system displays the SSN Verification Results page.

Social Security Online
www.socialsecurity.gov

Business Services Online

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation | Logout

Social Security Number Verification System (SSNVS)

SSNVS Help

SSN Verification Results

Employer's EIN: 010000000

Records Submitted: 10

Failed: 6

Deceased: 2

Verified Records: 2

Name: KAMALJIT RANDHAWA

The following table displays your submitted results. The first column indicates if the submitted record verified, failed or employee is deceased. The first five digits of the SSN will be masked for verified records and records with a verification results code of 2, 3, 4 or 6.

- Failed** - Data does not match Social Security Administration's records. Select [What to do if an SSN Fails to Verify](#) for more information.
- Deceased** - Data matches Social Security Administration's records, and our records indicate that the person is deceased. For more information, please contact our general SSA information line at 1-800-772-1213 (TDD/TTY 1-800-325-0778) or your local Social Security field office. Select [Field Office Locator](#) to find the office nearest you.
- Verified** - Data matches Social Security Administration's records.

Results	SSN 999999999	First Name	Middle Name	Last Name	Suffix	Date of Birth MMDDYYYY	Gender F/M	Verification Results
Failed	085767000	SYLVESTER	-	WILLIAMS	-	08131955	M	1
Failed	XXXXX0703	KELLEY	RAE	REYNOLDS	-	10201965	M	2
Failed	XXXXX1201	SYLVIA	-	GONZALES	-	06141965	F	3
Failed	XXXXX0404	JILL	RENEE	BAHLMANN	-	07011959	M	4
Failed	449491202	MANDY	-	CEPEDA	-	12141981	F	5
Failed	XXXXX2202	THOMAS	EDWARD	NIESE	-	02201978	M	6
Verified	XXXXX0902	BETHANY	MICHELL	HUBBARD	-	09081978	F	-
Verified	XXXXX2203	RITA	LEDELLA	JONES	-	03231968	F	-
Deceased	240215300	MELISSA	CAROL	MILLER	-	05271977	F	-
Deceased	241511600	KARA	RUTH	MEDLIN	-	11161983	F	-

Verification Results	
Code	Description
1	SSN not in file (never issued).
2	Name and DOB match; gender code does not match.
3	Name and gender code match; DOB does not match.
4	Name matches; DOB and gender code do not match.
5	Name does not match; DOB and gender code not checked.
6	SSN did not verify; other reason.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

This page will display:

- Left-Hand Menu – the Employer's EIN, total number of records submitted, total number of failed verifications, total number of deceased records and total number of verified records.
- Body – All of the information submitted by the user plus the verification results code.



*If any problems occur with the submission the system will display the Convert to Batch page. Select the **Overnight** button and SSA will process your request and send you the results within 2 business days. Follow the instructions in [Lesson 2: Submit an Electronic File for SSN Verification](#) for more information.*

STEP 10: The SSN submitted for verification matches SSA's records.

The user will see a “-“ in the Verification Results field.



For security reasons, if the record has a “-” Verification Result, the first five (5) positions of the SSN will be masked with an “X”.

STEP 11: The SSN submitted for verification matches SSA's records but our records indicate the individual is deceased.

The user will see the word “Deceased” in the Results column and a “-“ in the Verification Results field.

STEP 12: If there are failed verifications, the number in the Verification Results column displays the reason for the failed verification.

The following are failed verification result code descriptions:

- 1 SSN not in file (never issued).
- 2 Name and DOB match; gender code does not match.
- 3 Name and gender code match; DOB does not match.
- 4 Name matches: DOB and gender code do not match.
- 5 Name does not match; DOB and gender code not checked.
- 6 SSN did not verify; other reason.



For security reasons, if the record has a verification results code of 2, 3, 4 or 6, the first five (5) positions of the SSN will be masked with an “X”.

*If the data does not match SSA's records, select the **What to do if an SSN Fails to***

***Verify** link to view important information.*

STEP 13: Select the **Verify More SSNs** link to verify additional SSNs (To return to the BSO Main Menu page, select the **BSO Main Menu** link.).

LESSON 2: SUBMIT AN ELECTRONIC FILE FOR SSN VERIFICATION

Follow the instructions below to upload a file containing names and SSNs to be verified by the SSA. The results are usually available the next government business day.

STEP 1: Point your browser to the BSO Welcome page:

www.socialsecurity.gov/bsowelcome.htm.

STEP 2: Select the **Log In** button on the BSO Welcome page. The system displays the Log In to Online Services page.

The screenshot shows the 'Log In to Online Services' page. At the top, there is a red banner with 'Social Security Online' and 'Business Services Online'. Below the banner, the URL 'www.socialsecurity.gov' is visible. The main heading is 'Log In to Online Services'. A red security notice states: 'For your security, please log out of the application and close all Internet windows when you are finished.' The page is divided into three main sections. On the left, 'Online Services Availability' lists hours: Monday-Friday 5 AM - 1 AM ET, Saturday 5 AM - 11 PM ET, and Sunday 8 AM - 11:30 PM ET. The center section, 'New User?', explains that users must create an account and provides a list of requirements: provide personal information, provide contact information, and create a password and security questions. It includes a 'Create Log In Account' link. The right section, 'Existing User?', prompts users to log in with their User ID and Password, with links for 'Forgot user ID?' and 'Forgot your password?'. Below this is a 'User Certification' section with a scrollable text area containing a statement about SSA validation and a checkbox for 'I have read & agree to these terms.' A 'Log In' button is at the bottom right.

STEP 3: Enter your User ID and password.

STEP 4: Select the “I have read & agree to these terms.” check box to indicate you have read the user certification statement and agree to its contents. Select the **Log In** button (To return to the BSO Welcome page, select the **BSO Welcome** link). The system displays the BSO Main Menu page.

Social Security Online
www.socialsecurity.gov

Business Services Online

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Main Menu [HELP](#)

MARY VALIDATOR
[Logout](#)

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Welcome, MARY VALIDATOR
Your password expires on **May 13, 2009**

[Report Wages To Social Security](#)
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
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View errors and error notices for wage files and/or wage reports submitted by or for your company

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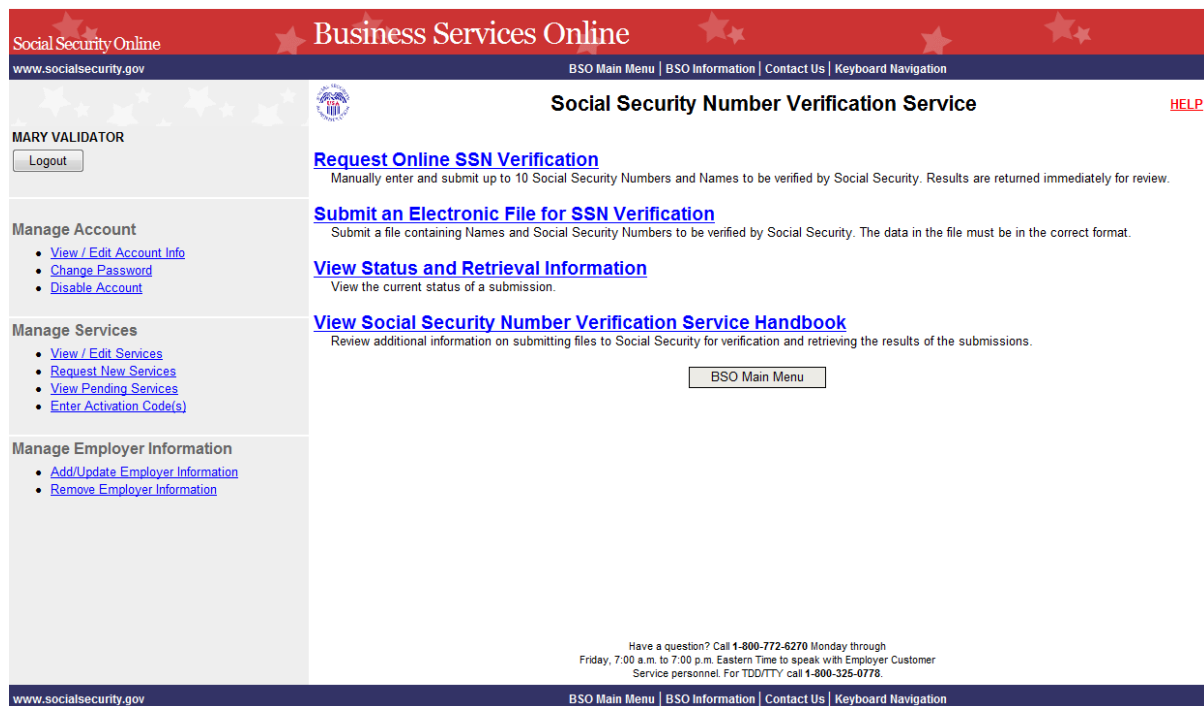
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

STEP 5: Select the **Social Security Number Verification Service** link.

[Social Security Number Verification Service](#)

Request online SSN verification, or
Submit files for SSN verification

The system displays the Social Security Number Verification Service menu page.



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STEP 6: Select the **Submit an Electronic File for SSN Verification** link.

(To return to the BSO Main Menu page, select the **BSO Main Menu** button.)

Submit an Electronic File for SSN Verification

Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

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Social Security Online
Business Services Online

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- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine, imprisonment or both.
- SSA may ban you and/or the company you represent from the use of SSNVS if SSA determines there has been misuse of the service.
- SSA returns all names and SSNs submitted. If the name and SSN do not match our records, SSA advises the following:
 - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
 - This response does not make any statement about your employee's immigration status.
 - This response is not a basis, in and of itself, to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

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- Be cautious not to suggest to your clients that this service is only available through you;
- Advise all clients that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company; and
- Be sure not to give any impression when describing your SSNVS service to your clients that your company has an arrangement that allows direct access to SSA databases, program software, etc.

Paperwork Reduction Act Statement

This information collection meets the clearance requirements of 44 U.S.C. § 3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 2 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our estimate of the time needed to complete the form to: SSA, 1338 Annex Building, Baltimore, MD 21235-0001.

User Certification for Use of SSNVS - Please Read Carefully!

I certify that:

- I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".
- I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.
- I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS;

or

I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.


Select the **I Accept** button after reading the conditions defined on the SSNVS Attestation page. The system displays the Submit a File for SSN Verification – Before You Start page. (To return to the BSO Main Menu page, select the **I DO NOT Accept** button.)

The screenshot shows the 'Social Security Number Verification System (SSNVS)' interface. At the top is a red banner with 'Social Security Online' and 'Business Services Online' logos, along with navigation links: 'www.socialsecurity.gov', 'BSO Main Menu', 'BSO Information', 'Contact Us', 'Keyboard Navigation', and 'Logout'. Below the banner is the SSA seal and the title 'Social Security Number Verification System (SSNVS)'. A 'SSNVS Help' button is on the left. The main heading is 'Submit a File for SSN Verification - Before You Start'. The user's name is 'MARY VALIDATOR'. A progress bar shows three steps: '1. Before You Start' (active), '2. Submit Your File', and '3. Confirmation'. Under '1. Before You Start', there is a note about suggestions for file submission. Two bullet points are listed: 'Review your file(s) for correct formatting' (with sub-points about file format and Excel) and 'Zip Your File' (with a note about compression). At the bottom are 'BSO Main Menu' and 'Continue' buttons. A footer bar contains contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

STEP 8: Select **Continue** after reading the information on the Submit a File for SSN Verification – Before You Start page. The system displays the Submit a File for SSN Verification – Submit Your File page.

(To return to the BSO Main Menu page, select the **BSO Main Menu** button.)

Social Security Online Business Services Online
www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation | Logout

 **Social Security Number Verification System (SSNVS)**

[SSNVS Help](#)

Submit a File for SSN Verification - Submit Your File

Name: MARY VALIDATOR

Steps: 1. [Before You Start](#) 2. **Submit Your File** 3. Confirmation

2. Submit Your File

- First, enter the Employer's EIN. (Also select a Submitter's EIN if required.)
- Second, if you know the name of the file you wish to upload, type the filename in the data entry field or use the Browse button to locate your file.
- Third, select the Submit button to upload your file.

* **Employer's EIN** The Employer's EIN is the Employer Identification Number (EIN) of the employer whose employees' names and SSNs are being verified. For security and audit purposes, this information must be provided and will not be processed without it.

Select file

Except for peak submission periods, file results will usually be available the next government business day. You will receive a confirmation number and message when your file submission is complete.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 9: Enter the Employer's EIN of the employer under which wages are to be reported for the names and SSNs being verified. If you know the name of the file you wish to upload, type the file name in the **Select file** field or select a file from your local or network directory by selecting the **Browse** button.



TIPS

- The file should contain no more than 250,000 SSN verification requests.
- If you have over 500 SSN verification requests or you have a slow connection it is recommended that you zip your file using WinZip, PKZIP, or another zip-compatible program.

STEP 10: Select the **Submit** button. The system displays a file upload in process pop-up window.




Once the file has been transferred, the system displays the Submit a File for SSN Verification – Confirmation page.

Social Security Online

Business Services Online

www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation | Logout



Social Security Number Verification System (SSNVS)

[SSNVS Help](#)

Submit a File for SSN Verification - Confirmation

Name: MARY VALIDATOR

Steps: 1. [Before You Start](#) 2. [Submit Your File](#) 3. **Confirmation**

3. Confirmation Receipt - Your File Was Received

Your submission was **successful**. Use your browser menu to save or print this acknowledgement of receipt for your records. You will need the confirmation number assigned by SSA to retrieve the results of your submission.

Confirmation Number assigned by SSA: **12C7AED46D4F103D**

Date: 11/23/2010 05:49 PM Eastern Time Your file name: good_data.bt Assigned file name: 12C7AED46D4F103D_F790017E File size: 1,846 bytes (1.8 Kb)

What You Should Do Next:
Check the size of your file. Right click on the file (or tab to it and select Shift + F10) and select *Properties*. The size given in bytes should match the size given on the Confirmation page. If it does not match, there may have been a problem with transmission. Please contact the Employer Reporting Branch at 1-800-772-6270. For TDD/TTY call 1-800-325-0778.

What to expect:
You may check your results from the View Status and Retrieval Information link on the BSO Home page. Except for peak submission periods, file results will usually be available the next government business day.

Thank you for submitting your file using Business Services Online.

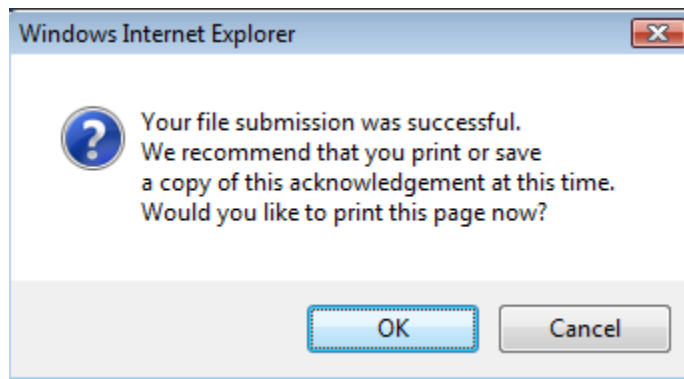
[BSO Main Menu](#) [Submit Another File](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

**TIPS**

Be sure to keep a record of your confirmation number. You will need it to track the status of your submitted file.

STEP 11: Select the **OK** button in the pop-up window to print the Submit a File for SSN Verification - Confirmation page.



Otherwise select the **Cancel** button to close the pop-up window

STEP 12: Select the **Submit Another File** button to submit another file or select the **BSO Main Menu** button to return to the BSO Main Menu page.

Lesson 3: View Status and Retrieval Information

Follow the instructions below to view the status of electronic files submitted for overnight processing.

STEP 1: Point your browser to the BSO Welcome page:

www.socialsecurity.gov/bsowelcome.htm.

STEP 2: Select the **Log In** button on the BSO Welcome page. The system displays the Log In to Online Services page.

The screenshot shows the 'Log In to Online Services' page. At the top, there is a red banner with 'Social Security Online' and 'Business Services Online'. Below this is a navigation bar with links: 'BSO Welcome', 'BSO Information', 'Keyboard Navigation', and a 'HELP' link. The main content area is titled 'Log In to Online Services' and includes a warning: 'For your security, please log out of the application and close all Internet windows when you are finished.' The page is divided into three main sections. On the left, 'Online Services Availability' lists hours: Monday-Friday 5 AM - 1 AM ET, Saturday 5 AM - 11 PM ET, and Sunday 8 AM - 11:30 PM ET. The middle section, 'New User?', explains that users must create an account and lists requirements: provide personal information, provide contact information, and create a password and security questions. It includes a link 'Create Log In Account' and a question 'Did you register with SSA by phone or paper form and need to create a password?'. The right section, 'Existing User?', prompts users to log in with their User ID and Password, with links for 'Forgot user ID?' and 'Forgot your password?'. Below this is a 'User Certification' section with a text area for terms and conditions and a checkbox 'I have read & agree to these terms.' A 'Log In' button is at the bottom right of the form.

STEP 3: Enter your User ID and password.

STEP 4: Select the “I have read & agree to these terms.” check box to indicate you have read the user certification statement and agree to its contents. Select the **Log In** button (To return to the BSO Welcome page, select the **BSO Welcome** link). The system displays the BSO Main Menu page.

Social Security Online
www.socialsecurity.gov

Business Services Online

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Main Menu [HELP](#)

MARY VALIDATOR
[Logout](#)

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Welcome, MARY VALIDATOR
Your password expires on **May 13, 2009**

[Report Wages To Social Security](#)
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions
View errors and error notices for wage files and/or wage reports submitted by or for your company

[Social Security Number Verification Service](#)
Request online SSN verification, or
Submit files for SSN verification

[Form SSA-1694 Request for Business Entity Taxpayer Information](#)
Submit or update a Business Taxpayer Information form to receive form 1099 for work related to claimant representation

www.socialsecurity.gov

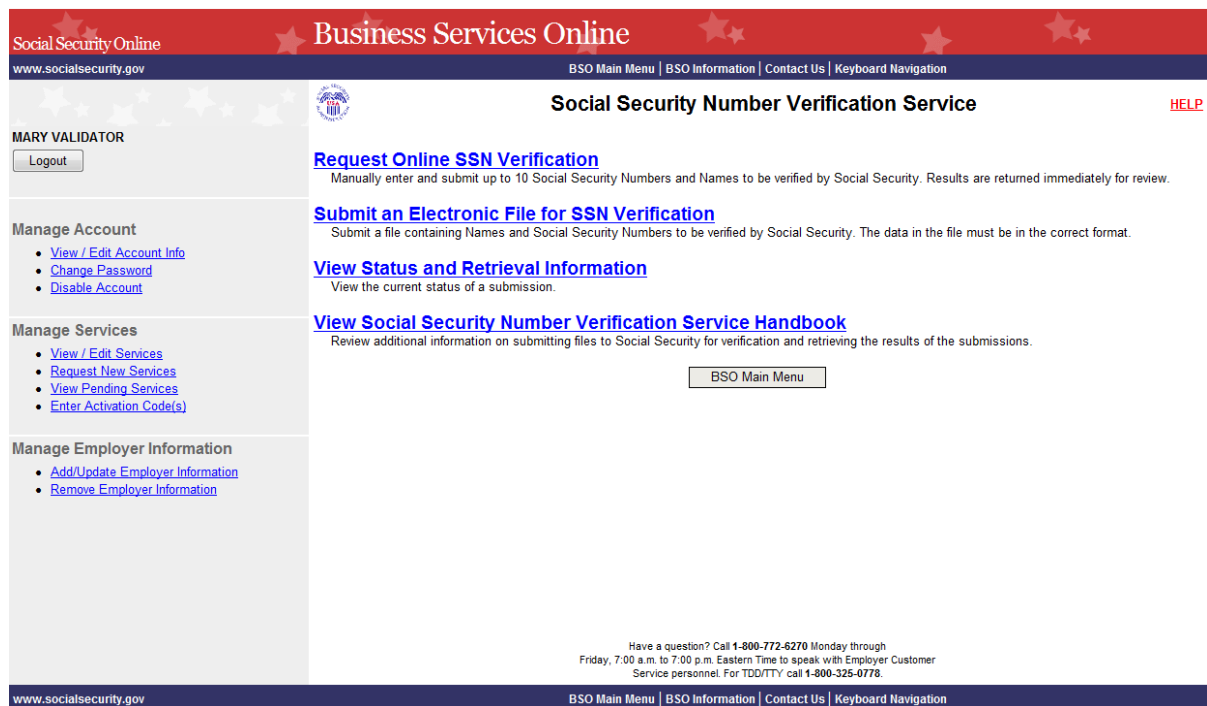
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

STEP 5: Select the **Social Security Number Verification Service** link.

[Social Security Number Verification Service](#)

Request online SSN verification, or
Submit files for SSN verification

The system displays the Social Security Number Verification Service menu page.



The screenshot shows the Social Security Business Services Online (BSO) interface. The header includes the Social Security Online logo and the BSO Main Menu. The main content area is titled "Social Security Number Verification Service" and includes a "HELP" link. The left sidebar contains a "MARY VALIDATOR" section with a "Logout" button, and sections for "Manage Account" and "Manage Services" with various links. The main content area lists four options: "Request Online SSN Verification", "Submit an Electronic File for SSN Verification", "View Status and Retrieval Information", and "View Social Security Number Verification Service Handbook". A "BSO Main Menu" button is located at the bottom right of the main content area. The footer includes contact information for the Social Security Administration.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Social Security Number Verification Service [HELP](#)

MARY VALIDATOR
[Logout](#)

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Request Online SSN Verification
Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

Submit an Electronic File for SSN Verification
Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

View Status and Retrieval Information
View the current status of a submission.

View Social Security Number Verification Service Handbook
Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

[BSO Main Menu](#)

Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

STEP 6: Select the **View Status and Retrieval Information** link.

(To return to the BSO Main Menu page, select the **BSO Main Menu** button.)

[View Status and Retrieval Information](#)

View the current status of a submission.

The system displays the SSNVS Attestation page.

Social Security Online
Business Services Online

Social Security Number Verification System (SSNVS)

OMB Approval No. 0960-0660 Expires 11/30/12

[SSNVS Attestation](#)

Proper Use of Social Security Number Verification Service (SSNVS)

- SSNVS should only be used for the purpose for which it is intended.
- SSA will verify Social Security Numbers (SSNs) solely to ensure the records of current or former employees are correct for the purpose of completing Internal Revenue Service (IRS) Form W-2 (Wage and Tax Statement).
- It is illegal to use the service to verify SSNs of potential new hires or contractors or in the preparation of tax returns.
- It is appropriate to use SSNVS only once an official employer-employee relationship has been established. SSA defines the existence of an employer-employee relationship as when one of the following has occurred:
 - The employer's offer of employment and acceptance by the person being hired (even though he/she hasn't started working); and/or
 - The future employee's completion of the paperwork to establish the payroll record.
- Company policy concerning the use of SSNVS should be **applied consistently to all workers**; for example:
 - If used for newly hired workers, verify information on all newly hired workers.
 - If used to verify information on other workers, verify the information for all other workers.
- Third-party use of SSNVS is strictly limited to organizations that contract with employers to either handle the wage reporting responsibilities or perform an administrative function directly related to annual wage reporting responsibilities of hired employees. It is suggested that contracts between the third-party and the employer stipulate that the functions being performed by the third-party contractor adhere to the proper use of SSNVS. It is not proper to use SSNVS for non-wage reporting purposes, such as identity, credit checks, mortgage applications, etc.
- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine, imprisonment or both.
- SSA may ban you and/or the company you represent from the use of SSNVS if SSA determines there has been misuse of the service.
- SSA returns all names and SSNs submitted. If the name and SSN do not match our records, SSA advises the following:
 - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
 - This response does not make any statement about your employee's immigration status.
 - This response is not a basis, in and of itself, to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

If you rely only on the information SSA provides regarding name and SSN verification to justify adverse action against a worker, you may violate State or Federal law and be subject to legal consequences.

Federal Privacy Act Statement for Third-Party Submitters

You can use a fee-based approach when offering SSNVS to your clients. However, caution should be taken. SSA offers services, like SSNVS, free of charge. Some companies in the private sector offer those same services for a fee and develop misleading brochures and advertisements. To discourage the use of misleading mailings about Social Security and Medicare, Congress enacted specific prohibitions in Section 312 of the Social Security Independence and Program Improvements Act of 1994 that broadened the existing deterrents. The prohibitions are codified at Title 42 of the U.S. Code, Section 1320b-10. You should ensure that you are aware of these legal provisions and conform to their requirements and:

- Be cautious not to suggest to your clients that this service is only available through you;
- Advise all clients that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company; and
- Be sure not to give any impression when describing your SSNVS service to your clients that your company has an arrangement that allows direct access to SSA databases, program software, etc.

Paperwork Reduction Act Statement

This information collection meets the clearance requirements of 44 U.S.C. § 3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 2 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our estimate of the time needed to complete the form to: SSA, 1338 Annex Building, Baltimore, MD 21235-0001.

User Certification for Use of SSNVS - Please Read Carefully!

I certify that:

- I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".
- I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.
- I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS;

or

I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

STEP 7: Select the **I Accept** button after reading the conditions defined on the SSNVS Attestation page. The system displays the Status and Retrieval page. (To return to the BSO Main Menu page, select the **I DO NOT Accept** button.)

Social Security Online Business Services Online

www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation | Logout

Social Security Number Verification System (SSNVS)

[SSNVS Help](#)

Status and Retrieval

Name: MARY VALIDATOR

There are three options for checking the status of your file(s):

Option 1 - Enter your 16 character confirmation number or your 8 character tracking number for submitted files. Select [Do you have a Tracking Number?](#) for more information.

Option 2 - View status of your submitted files by entering a range of submission dates.

Option 3 - Retrieve a list of your submitted files available to your User ID.

Option 1	Confirmation or Tracking Number	<input type="text"/>	<input type="button" value="Submit"/>
Option 2	Range Start Date MMDDYYYY	<input type="text"/>	<input type="button" value="Submit"/>
	Range End Date MMDDYYYY	<input type="text"/>	
Option 3	All Submissions		<input type="button" value="Submit"/>

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 8: Select one of the following options to view the status of your submitted file.

- Option 1:** Enter the specific tracking or confirmation number to view the status of an individual file.
- Option 2:** Enter a start and end date to view the status of files submitted within a date range.
- Option 3:** View the 100 most recent SSNVS file submissions associated with your User ID.



If the file you are searching for is not displayed, focus your search by using Option 1 or 2.

STEP 9: Select the corresponding **Submit** button. The system displays the Status and Retrieval Results page.

Social Security Online
Business Services Online
www.socialsecurity.gov
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation | Logout

Social Security Number Verification System (SSNVS)

Status and Retrieval Results

Name: **MARY VALIDATOR**
The following table displays your submitted file(s).

- You may retrieve your submission(s) by clicking the VIEW and/or DOWNLOAD link under Retrieval Options.
- Please note large files may take some time to open.
- Some SSNs may be masked. Select [Why Are Some SSNs Masked?](#) for more information.
- SSN did not verify? Select [What to do if an SSN fails to verify.](#)

Retrieval Options

- Select "VIEW" if the total number of records submitted is 10 or less.
- Select "DOWNLOAD" to download your file.
- To save the downloaded file as a text file:
 - Right click "DOWNLOAD"
 - Select "Save Target As"
 - Complete the Save As dialog box

Status of Submissions: 12C7AED46D4F103D

Select the links below for more information about your submission(s).

Submission Date	Confirmation or Tracking Number	Records Submitted	Failed Verification	Deceased	Verified	Status	File Size	Retrieval Option(s)	Available Through
10/28/2010	12C7AED46D4F103D	-	-	-	-	IN PROCESS	1.8 KB	-	-

[Additional Status Request](#)

[What To Do If an SSN Fails to Verify](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 10: The status and retrieval options are displayed in a table; for a full explanation of each column, click on the column header. This opens a new browser to the SSNVS Help web page which is only accessible when logged into SSNVS.

Select the **Download/View** link in the Retrieval Option(s) column to view your results.



- For 10 or less SSNs submitted, the results may be downloaded or viewed online.
- For more than 10 SSNs submitted, the results may be downloaded only.

STEP 11: Select the link in the Status column for more information about the status of your submission, if applicable.

**NOTE**

- *The Available Through column displays the date the Status and/or Results are available to the user.*
- *Users are able to view or download the results for 30 days from the day they become available.*
- *After 30 days and up to two (2) years, the user can only view the status of their files.*
- *During the period files are available, you can download or view them an unlimited number of times.*

Lesson 4: View the SSNVS Handbook

The SSNVS Handbook can either be viewed by logging-in to the SSNVS application or by selecting the **SSNVS Handbook** links below.

- BSO Welcome page – <http://www.ssa.gov/bso/>
- SSNVS News page – <http://www.ssa.gov/employer/ssnvsNews.htm>
- SSNVS Information and Instructions page – <http://www.ssa.gov/employer/ssnv.htm#overview>

To access the SSNVS handbook from the SSNVS application, follow the instructions below.

STEP 1: Point your browser to the BSO Welcome page:

www.socialsecurity.gov/bso/bsowelcome.htm.

STEP 2: Select the **Log In** button on the BSO Welcome page. The system displays the Log In to Online Services page.

STEP 3: Enter your User ID and password.

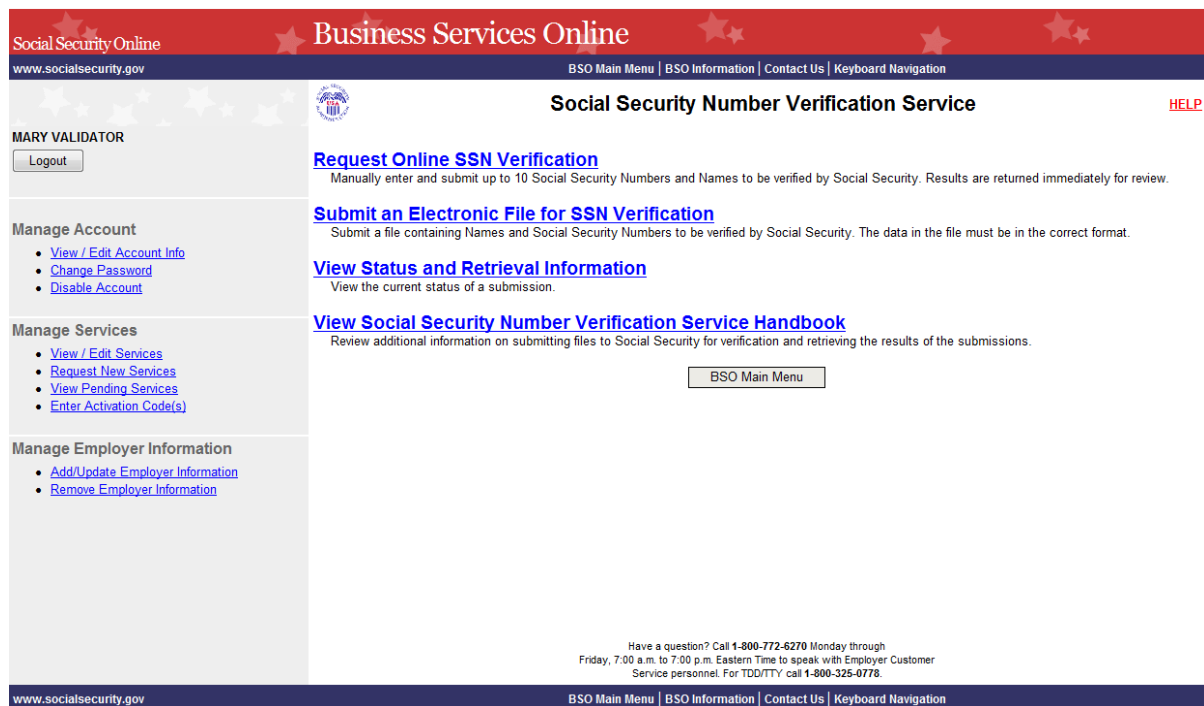
STEP 4: Select the “I have read & agree to these terms.” check box to indicate you have read the user certification statement and agree to its contents. Select the **Log In** button (To return to the BSO Welcome page, select the **BSO Welcome** link). The system displays the BSO Main Menu page.

STEP 5: Select the **Social Security Number Verification Service** link.

[Social Security Number Verification Service](#)

Request online SSN verification, or
Submit files for SSN verification

The system displays the Social Security Number Verification Service menu page.



The screenshot shows the Social Security Business Services Online (BSO) interface. The top navigation bar includes "Social Security Online" and "Business Services Online" with the URL "www.socialsecurity.gov". A secondary navigation bar lists "BSO Main Menu", "BSO Information", "Contact Us", and "Keyboard Navigation". The main content area is titled "Social Security Number Verification Service" and includes a "HELP" link. On the left, a sidebar contains sections for "MARY VALIDATOR" (with a "Logout" button), "Manage Account" (with links for "View / Edit Account Info", "Change Password", and "Disable Account"), "Manage Services" (with links for "View / Edit Services", "Request New Services", "View Pending Services", and "Enter Activation Code(s)"), and "Manage Employer Information" (with links for "Add/Update Employer Information" and "Remove Employer Information"). The main content area lists four service options: "Request Online SSN Verification" (manually enter and submit up to 10 Social Security Numbers and Names), "Submit an Electronic File for SSN Verification" (submit a file containing Names and Social Security Numbers), "View Status and Retrieval Information" (view the current status of a submission), and "View Social Security Number Verification Service Handbook" (review additional information on submitting files and retrieving results). A "BSO Main Menu" button is located below the handbook link. At the bottom, a footer provides contact information: "Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778." The footer also includes the URL "www.socialsecurity.gov" and the navigation links "BSO Main Menu", "BSO Information", "Contact Us", and "Keyboard Navigation".

STEP 6: Select the **View Social Security Number Verification Service Handbook** link.

(To return to the BSO Main Menu page, select the **BSO Main Menu** button.)

[View Social Security Number Verification Service Handbook](#)


Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

The system displays the SSNVS Handbook.

Social Security Online
www.socialsecurity.gov

Home | Questions? | Contact Us

Search GO

 **Social Security Number Verification Service (SSNVS) Handbook**


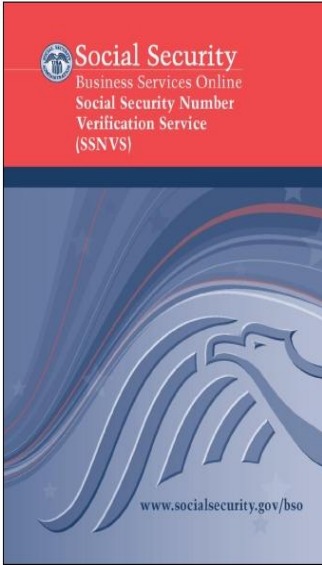
[SSNVS Handbook](#) (246 KB) 

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If you are navigating using only the keyboard or using an assistive device and need help, visit our [Keyboard Commands](#) web page for alternative views and navigation. Warning: If you select this link, you will leave this site and go to a new browser window. You will automatically return to this page when you close the new browser window.



Social Security
Business Services Online
**Social Security Number
Verification Service
(SSNVS)**

www.socialsecurity.gov/bsa

Social Security Administration
Office of Systems Electronic
Services
6401 Security Boulevard
Baltimore, Maryland 21235
Updated December 2008

 [Privacy Policy](#) | [Website Policies & Other Important Information](#) | [Site Map](#)

[Need Larger Text?](#)